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7 August 1957

## Training Reports and Evaluations

1. With reference to our informal discussion concerning the request from Chief, FE for accelerated reporting of the training performance of selected students, it should be noted that the type of procedure requested by Chief, FE is already in effect for the Operations and the Operations Familiarization Courses.

2. Efforts can be made by the A & E Staff to expand this interim reporting activity to other courses in OTR in order to alert supervisors whenever students who are preparing for overseas assignment encounter difficulty during training. To make the procedure useful and workable, the following conditions should prevail:

a. The DDP should identify the particular courses which are of assignment significance. Presumably, these would include the job-related courses in the Operations School, and perhaps the Operations Support and the Anti-Communist Operations Courses.

b. The DDP should provide lists of those students entering each specific course, who are subject to early reassignment.

c. With the courses selected and the individual students identified, OTR could then notify the Staff Training Officers whenever any of those students encounter difficulty in training.

3. A procedure properly targeted in this way could be placed in effect without seriously hampering the routine release of evaluation reports, and without detracting from normal course operation.

4. This request from Chief/FE for accelerated reporting is particularly welcome, in view of its strong implication of the value which DDP supervisors are placing on OTR's reports of training performance.

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<b>TRANSMITTAL SLIP</b>		DATE 6 August 1957
TO: Mr. Baird		
ROOM NO. 11		<i>RMA</i>
REMARKS: The attached is for your information. This was handled informally by Mike and Maggie at the latter's request. Mike has the situation well in hand and is working out plans with psychologists assigned to the various schools not only to watch the points covered in the memorandum but also to expedite training evaluation reports generally.		
FROM: [Redacted]		
ROOM NO. 1331	ROUTING R & S	EXTENSION [Redacted]
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)